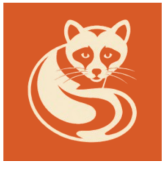
JAVA FREE PRESS

MY NOTES

WRITERS' NOTE BOOK

WILLIAM DIRK MAYBERRY

RECORD KEEPING



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Written by William Dirk Mayberry

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My Notes

Introduction and Completion Examples

As a Writer, Author, and Travel Blogger, I am always jotting down notes to later use in a book, review or process. My Notes is a book for taking notes created by me, W.D. Mayberry. It's meant to be a useful note-taking book that has all the features I need and use each day.

The following is a brief rundown of each section within the notebook and a bonus tip.

Contents Section – In every notebook I have ever used; I always find myself scrolling through pages to find the specific notes I require to reference. Meeting notes, writing notes, that place I jotted down a story idea, that all-important process flow or something similar. In this notebook, I have created several pages at the front of the notebook with capturing the contents in mind. As you will see there is a place to list the page number and page title. For example you've just had a meeting and taken several pages of notes. On the contents page and in chronological order, you would go to the next empty line, list the page number for those notes and the meeting title. This way next time you need to reference that meeting, just look in the contents for the title and the correlating page number you listed and go to that page in the notebook. Simple but I haven't found this in any other notebook I have ever used.

Note Pages – These are just normal pages and include sections for the date, page number and title. I have also included a check box at the

beginning of each line as I am a list person. I have seen this in other notebooks but their cost was beyond my budget.

There are examples of how to fill out the Content and Note pages below.

Bonus Tip – For many years now, I buy a notebook and take notes. Over several months the notebook becomes full, and I need to buy another one. I like to use pen and paper but what I don't do is keep the notebooks as hard copies. I find in these days of modern technology, keeping old notebooks for referencing on a shelf, takes up too much bookshelf space. What I have done, for many years now, is once a notebook is complete, I go to my local stationery shop to purchase a new one. At the same time, I get them to guillotine the spine off the old one. When I get home with my new notebook and my freshly guillotined old book, I scan the old book, using my scanner and create a PDF version of this. To do this I use Adobe Acrobat DC. Once this is done I save it to my cloud storage in a dedicated notebook folder, using the following naming convention "016 - 2019 Notebook". If I have another notebook for that year as well I would name it "017 - 2019 Notebook". These all sorted by their number, take up no room on my bookshelf and are now being backed up to the cloud. As secure files, they can be downloaded and viewed at any time on any of my devices. A great efficiency. In practice and using this method,

I have all my notebooks going back to 2013. That's almost twenty-five notebooks.

I designed and produced this notebook, predominantly for myself but if you can find some use for this notebook as well, that's awesome. I hope this notebook helps you keep your notes organised, tidy and relevant.

Regards

William Dirk Mayberry

Page	Note Name	Page 1
1	Notes from video on writing	

22/4/23

Notes from video on writing Page 1

- [x] You need to take notes
- [x] Plan out a script for the video
- [x] Make use of free video ware
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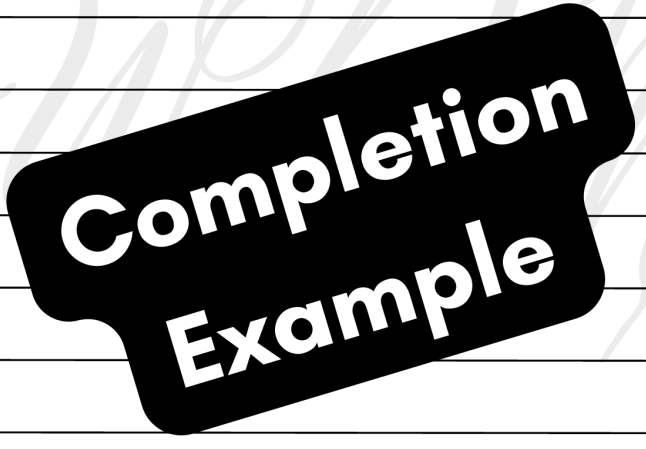

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About the author

William Dirk Mayberry is an Australian writer and independent digital publisher based in West Java, Indonesia. Writing across fiction, memoir, essays, educational works, self-help, and reflective nonfiction, his work explores memory, resilience, observation, and everyday human experience through a direct and personal style. His interest in storytelling began during his service in the Royal Australian Navy and later developed into a growing catalogue of independently published digital works released under the Java Free Press imprint. His publications include memoirs such as The Longest Way Home, children's stories from the Bag Chip Bird series, practical educational titles from the 101 Self Help collection, and speculative fiction projects including the Crononaught Collection. Influenced by writers such as Robert Louis Stevenson, his work combines realism, introspection, and accessible storytelling across a range of genres and formats.

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